

State of Iowa
Addendum to Memorandum of Understanding Concerning
Criminal Justice Information System (CJIS)

Pursuant to the Memorandum of Understanding for the Criminal Justice Information System (CJIS) the CJIS Board hereby adopts to the following addendum that articulates the mission, defines the scope, and establishes the objectives of CJIS for the State of Iowa.

Mission

To enhance public safety and improve efficiency of criminal justice agencies by establishing a statewide-integrated criminal justice information system that would enable and facilitate the automated exchange of criminal justice information among local, state, and federal criminal justice agencies.

Scope

Under the oversight of the Board, the Advisory Committee shall:

- Develop strategies for building statewide support for CJIS including methods to foster communication, commitment, and cooperation among criminal justice agencies.
- Design governance procedures that equitably balance system responsibilities among criminal justice agencies while recognizing each of their constitutional and statutory functions and roles.
- Design a statewide integration plan that, to the greatest extent possible, is based upon interfaces and data transfers, and preserves existing information systems, procedures, and business practices of individual agencies. The plan may incorporate the use of a common case management system, practices, and procedures among agencies with similar or common functions. However, CJIS shall not be a single centralized system, nor is it intended to mandate the elimination or significant modification of individual agency information systems, procedures, and practices.
- Develop and recommend a long-range plan and schedule for development and implementation of CJIS
- Recommend funding strategies and priorities for achieving system integration.
- Provide ongoing planning and oversight of CJIS.

Objectives

The Advisory Committee shall conduct an initial study of existing criminal and juvenile justice information systems, procedures, and resources. This study shall include:

- A comprehensive examination of the flow of criminal and juvenile justice information among criminal justice agencies including information exchange points between agencies.
- A review the State of Iowa Criminal Justice Integration Exchange Report.
- A comprehensive study of existing or developing criminal justice information systems, including equipment, networks, databases, interfaces, procedures and

practices within the state's criminal justice community to assess the state's environment for CJIS.

- An assessment of all available or potential resources as well as the outlook for future funds.

The Advisory Committee shall report its findings to the Board.

In addition, the Advisory Committee shall study and make recommendations to the Board on a wide range of issues relating to the development, implementation, and ongoing operation of CJIS, including, but not limited to:


- Strategies for building consensus among members of the criminal justice community and securing support from local and state governments for CJIS, including a communications plan.
- Evaluate information technologies and recommend alternate cost effective models designed to migrate over time with technological advancements for future or enhanced agency systems.
- Estimate resources needed to develop, implement, operate and maintain all aspects of an integration plan.
- Strategies for securing funds and allocating resources according to priorities.
- Projected time frames organized according to priorities for developing and implementing integration, and a long-range plan that includes time frames for implementation, retirement, renewal, or redevelopment of systems and applications.
- Data Standards, including uniform offense coding schemes and common personal and case identifiers that facilitate effective system integration and communication among agencies.
- Standards for collecting, maintaining, sharing, and exchanging criminal justice information, that promote efficiency, reduce or prevent duplication of effort, and facilitate integration.
- Measures to ensure criminal justice information is accurate and up-to-date including periodic audits.
- Procedures and other safeguards for ensuring system security.
- Procedures for correcting inaccurate records, and expunging and destroying records.
- Records retention schedules and procedures.
- Measures to protect the privacy interests of individuals, including procedures for ensuring compliance with state and federal privacy laws and regulations.
- Comprehensive training and continuing education programs for criminal justice systems personnel and personnel responsible for reporting, collecting, maintaining, and disseminating criminal justice information.
- Standards and procedures for evaluating and measuring system performance.

Reports

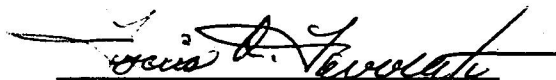
The Advisory Committee shall provide status reports to the Board every six months with the first report due before October 1, 2004.

Signatures

For the Office of the Governor:


The Honorable Thomas J. Vilsack
Governor

For the Iowa Supreme Court:


The Honorable Louis A. Lavarato
Chief Justice